

## **PAST PERFORMANCE QUESTIONNAIRE**

The contractor listed below is being considered in a Source Selection by the United States Army Yuma Proving Ground, Arizona. Any comments you could provide regarding the past performance of the contractor providing this form would be greatly appreciated. Your comments are considered Source Selection Sensitive; therefore, you are advised that the Federal Acquisition Regulation (FAR 3.104) prohibits the release of the names of individuals providing reference information about an offeror's past performance. In order to maintain the integrity of the source selection process, please do not divulge the name of the contractor or discuss your comments on this questionnaire with any other individuals.

The completed questionnaire should be e-mailed to [Michael.McDaniel@yuma.army.mil](mailto:Michael.McDaniel@yuma.army.mil). Email is preferred, but if you do not have access to email, you may fax your reply to the attention of Michael McDaniel at 928-328-6849.

If receipt of your email or fax is not acknowledged, please call Michael McDaniel at 928-328-6356. Your completed questionnaire will become a part of the official source selection records. We appreciate you help. Your prompt response will be one of the keys to the successful and timely completion of the source selection.

## PERFORMANCE QUESTIONNAIRE

(This questionnaire, when completed, shall be treated as Source Selection Sensitive IAW FAR 3.104-3 and shall not be disclosed to anyone outside the Government)

Contractor: \_\_\_\_\_ Prime or Sub? \_\_\_\_\_

Contract Number: \_\_\_\_\_ Contract Type: \_\_\_\_\_

Description of Service: \_\_\_\_\_

Period of Performance: \_\_\_\_\_

Contract Value at Award: \_\_\_\_\_ Current: \_\_\_\_\_

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### PLEASE FILL IN THE FOLLOWING RESPONDENT INFORMATION:

Name of Evaluator: \_\_\_\_\_

Office Symbol and Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax Number & E-mail Address: \_\_\_\_\_

Position Title and Grade: \_\_\_\_\_

Dates of Involvement in Program/Contract: \_\_\_\_\_

Date Questionnaire completed: \_\_\_\_\_

When responding to the rating questions, choose the corresponding letter which most accurately describes the contractor's performance or situation.

**EXCEPTIONAL:** The contractor's performance meets contractual requirements and exceeds many requirements to the customer's benefit. The contractual performance was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

**VERY GOOD:** The contractor's performance meets contractual requirements and exceeds some requirements to the customer's benefit. The contractual performance was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

**SATISFACTORY:** The contractor's performance meets contractual requirements. The contractual performance contained some problems for which corrective actions taken by the contractor appear or were satisfactory.

**NEUTRAL:** No performance record identifiable.

**MARGINAL:** The contractor's performance does not meet some contractual requirements. The contractual performance reflects a serious problem for which the contractor has not yet identified corrective actions or the contractor's proposed actions appear only marginally effective or were not fully implemented.

**UNSATISFACTORY:** The contractor's performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance contains serious problems for which the contractor's corrective actions appear or were ineffective.

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<b>E=Exceptional</b>	<b>VG=Very Good</b>	<b>S=Satisfactory</b>	<b>N=Neutral</b>	<b>M=Marginal</b>	<b>U=Unsatisfactory</b>
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### **A. Quality of Service**

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|---|--------------|
| 1. Contractor met quality standards for technical performance.      | E VG S M U N |
| 2. Contractor met quality standards for administrative performance. | E VG S M U N |
| 3. Contractor complied with Quality Control Plan.                   | E VG S M U N |
| 4. Contractor delivered acceptable services                         | E VG S M U N |

### **B. Schedule**

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|--|--------------|
| 5. Contractor provided deliverables on time. | E VG S M U N |
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### **C. Cost Control**

- |   |              |
|---|--------------|
| 6. Contractor performed services within contract cost parameters. | E VG S M U N |
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### **D. Business Relations**

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|--|--------------|
| 7. Contractor is responsive to Customer requirements.  | E VG S M U N |
| 8. Contractor effectively identifies problems related to the contract, services and personnel.   | E VG S M U N |
| 9. Contractor is cooperative and has a good working relationship with Customer.                  | E VG S M U N |
| 10. Contractor effectively identifies problems related to the contract, services, and personnel. | E VG S M U N |
| 11. Your likelihood of considering repeat business with the contractor.                          | E VG S M U N |

### **E. Management of Key Personnel**

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|--|--------------|
| 11. Contractor effectively manages projects.   | E VG S M U N |
| 12. Contractor has stable work force, with appropriate experience and mix of skills for the services and/or deliverables provided. | E VG S M U N |
| 13. Contractor personnel are knowledgeable and competent.  | E VG S M U N |
| 14. Contractor's delegation of authority to project manager and supervisors met contract requirements.                             | E VG S M U N |